



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Monday, June 14, 2010
POSITION TITLE:	Chief, COMPSTAT	FINAL FILING DATE:	Wednesday, June 30, 2010
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	06082010_4

POSITION DESCRIPTION

Under the general direction of the Assistant Secretary, Office of Audits and Compliance (OAC), the Chief, COMPSTAT, manages the COMPSTAT program for the Department of Corrections and Rehabilitation (CDCR). This includes establishing and refining COMPSTAT processes including improvements in reporting program and departmental performance measures, developing processes, standards, and procedures to develop, maintain, operate, and report COMPSTAT more efficiently and effectively, ensuring timely and cost-effective system implementation and operation, and continual evaluation of processes for future policy and procedure revisions. The incumbent participates in the planning and policy development, and writing and formulating policies and procedures that directly affect the COMPSTAT process in accordance with operational performance measurements related to achieving CDCR's strategic goals.

Duties include, but are not limited to:

- Serves as the Department's Chief Performance Officer for measuring operational performance and is the foremost expert in the formulation, implementation, coordination of departmental operational performance measures for all divisions, offices and programs within the CDCR. Directly supports the fundamental mission, vision, and strategic plan of the CDCR. Exercises extensive executive leadership and management skills to provide statewide direction for COMPSTAT policies and programs impacting the Department on a statewide basis, and oversees the provisions of project management services and support to the COMPSTAT activities and initiatives.
- Serves as principal policymaker and chairperson for COMPSTAT reviews that measure Departmental operational performance for the CDCR. The Chief, COMPSTAT also is the chief performance expert for the Secretary level COMPSTAT reviews with the Secretary and executive cabinet. Researches and reviews best practices, develops, writes and implements department-wide policy. Develops policies related to custody, security, safety, effectiveness, and efficiency metrics necessary to improve departmental operations touching many of the strategic goals for CDCR.

- Represents the CDCR and OAC in meetings with high-level administrators from control agencies, other state departments and, on behalf of the Assistant Secretary, OAC, may report to the Legislature and Governor's Office. Serves as the principal advisor to the CDCR Secretary, Undersecretaries, departmental executive and management staff, Wardens, and Superintendents for operational performance measurement related information. Represents the Department on task forces, workgroups, projects, and at meetings or hearings, providing support and leadership in areas involving COMPSTAT and performance metrics.
- Is the leading authority in measuring operational performance for CDCR and leads a team of subject matter experts in developing and assessing critical departmental performance metrics in the area of institutional and field operations including safety, institutional security, operational performance, program operations and outcome measures, and administrative efficiencies. Identifies and addresses the management and performance challenges facing the CDCR. Provides information to Executive Leadership to continuously assess the needs of Department managers and allocate resources accordingly.
- Provides executive leadership and direction to managerial and subordinate staff and advises field and program executives (Wardens, Superintendents, Regional Parole Administrators and Division Chiefs) in support of COMPSTAT.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch;

principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Experience in administrative or program management involving substantial responsibility for a combination of management functions such as program planning, policy formulation, goal setting, organization coordination and control, and fiscal and personnel management.
2. Experience which demonstrates the ability to communicate effectively both orally and in writing with departmental executive staff, local government jurisdictions, legislators, control agencies, stakeholders, advocate groups, before large groups, and the public.
3. Experience in formulating and implementing administrative policies or organizational procedures and practices.

4. Ability to analyze complex problems and recommend effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality.
5. Ability to perform major policy-influencing functions effectively and contribute to the design and implementation of performance measures for a large department.
6. Ability to plan, organize, and direct multi-disciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, motivating staff, recognition, progressive discipline; and a manager's role in contributing to and achieving an equal opportunity workplace.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, COMPSTAT**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length, or less than 12-font.
- Resumes do not take the place of the Statement of Qualifications.
- The desirable qualifications MUST be addressed and numbered in the same order as is listed.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:
www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive

Appointments
1515 S Street, 109N, Sacramento, CA 95811
Caleen Allen | (916) 327-8017 | caleen.allen@cdcr.ca.gov

ADDITIONAL INFORMATION

The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>